

U.S. DEPARTMENT OF  
HOMELAND SECURITY  
U.S. COAST GUARD  
CG-4187 (Rev. 6-04)

# VITAL RECORDS LISTING

☐ INVENTORY  
☐ SHIPMENT

OFFICE		DIVISION		OFFICE/DIVISION SYMBOL	
OFFICE CODE	CLASSIFICATION	ITEM DESCRIPTION (Name, subject, form no., reports control symbol, recording medium, etc.)	MAINT.	SITE CODE	
			*		

\* MAINTENANCE (Insert opposite title of record, the applicable number(s) of the instruction(s) and/or information below.)

## PREVIOUS MATERIAL OF THIS TYPE SHOULD BE:

1. Updated by adding this material.
2. Disposed of and this substituted.
3. Returned to sender for updating.

## ORIGINAL SHIPMENT

4. No previous material of this type. Add to inventory.

## THIS MATERIAL SHOULD BE:

5. Retained indefinitely.
6. Amended, added to, and corrected by following shipment.
7. Stored without amendment.
8. Disposed of when superseding item is received.
9. Disposed of after \_\_\_\_\_

DATE

SIGNATURE OF V.R. REPRESENTATIVE FOR OFFICE